



INVITATION TO BID FOR THE PROCUREMENT OF ONE JOB ORDER FOR THE ENCODING, LAY-OUTING, EDITING AND PRINTING OF IEC MATERIALS FOR 2023 (BY LOT)

1. The **Department of Agriculture-Western Visayas**, through the **General Appropriations Act of 2023** intends to apply the sum of **One Million Nine Thousand Seven Hundred Fifty Pesos (Php1,009,750.00)** being the ABC to payments under the contract for **Procurement of One Job Order for the Encoding, Lay-outing, Editing and Printing of IEC Materials for 2023 (By Lot)/IB 2023-41 (GAS)**.

Description		ABC
Lot 1	Rice Program	₱375,000.00
Lot 2	High Value Crops Development Program	₱375,000.00
Lot 3	Corn Program	₱259,750.00
TOTAL		₱1,009,750.00

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Department of Agriculture-Western Visayas** now invites bids for the **Procurement of One Job Order for the Encoding, Lay-outing, Editing and Printing of IEC Materials for 2023 (By Lot)** with the following specifications:

Lot 1: Rice Program

Booklets

Sistemang PalayCheck (Latest Edition) Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, colored No. of Inside Pages: 56	2,000 pcs
RCEF Farmer's Guide Size: 8.5 inches x 11 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, colored No. of Inside Pages: 16	1,250 pcs
Q and A on Golden Rice Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, colored Inside Pages: Book 60, colored No. of Inside Pages: 20	1,000 pcs

Q and A on Hybrid Rice Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, colored Inside Pages: Book 60, colored No. of Inside Pages: 28	1,000 pcs
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Flyer

Tipid sa Abonong Swak Size: 8.5 inches x 17 inches Material: Krome Kote 189, full color, four folds	2,000 pcs
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Posters

Size: 18 inches x 24 inches

Material: Krome Kote 189, one-side coated, laminated, colored

Harmful Organisms in Philippine Rice Fields	200 pcs
Helpful Organisms in Philippine Rice Fields	200 pcs
Registry System for Basic Sector in Agriculture	200 pcs
Fertilizer Discount Subsidy Process	200 pcs
Major Diseases of Rice Plant in the Philippines	200 pcs

Lot 2: High Value Crops Development Program

Booklets

Cacao Technology Resource Manual Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, black and white No. of Pages: 80	1,000 pcs
Cacao Production Guide Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, black and white No. of Pages: 24	1,500 pcs
Pagprodukto ng Kape Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 16	1,500 pcs
Dragon Fruit Production Size: 6 inches x 9 inches Cover: Krome Kome 189, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 24	520 pcs
Vegetable and Root Crop Production Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, black and white	500 pcs

No. of Pages: 24	
Urban Gardening Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 56	500 pcs
Highland Vegetables Production Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 40	300 pcs
Pagpatubas sang Paho Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 16	300 pcs
Tumandok nga mga Ulatan Size: 6 inches x 9 inches Cover: Krome Kote 189, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 56	250 pcs

Flyers

Size: 8.5 inches x 13 inches

Material: C2S 100, glossy, full color, three folds

Pagpatubas sang Talong	1,200 pcs
Pagpatubas sang Kamatis	1,200 pcs
Produksyon sang Binhi sang Balatong (Pole Sitao)	1,000 pcs
Pagpatubas sang Kalabasa	1,000 pcs
Ang pagtanum sang Amargoso	1,000 pcs
Pagtanum sang Okra	1,200 pcs
Ang pagpadamo sang Kalamansi	1,000 pcs
Pagtanum sang Ahos	1,000 pcs
Saba (Cardaba)	1,000 pcs
Pagprodukto sang Patola	1,000 pcs
Pagprodukto sang Luy-a	1,000 pcs
Pagpadamo sang Pidada nga Katumbal	1,000 pcs
Mungbean Production	1,000 pcs

Posters

Size: 18 inches x 24 inches

Material: Krome Kote 189, one-side coated, laminated, colored

Coffee Management Practices	120 pcs
Gulayan sa Barangay	120 pcs
Maximizing Horizontal and Vertical Spaces in Urban Areas	120 pcs

Lot 3: Corn Program

Booklets

White Corn Grits Recipes Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, black and white No. of Pages: 14	500 pcs
Seed Production of Open-Pollinated Varieties Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, black and white No. of Pages: 36	500 pcs
Yummy and Nutritious Corn Recipe Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 54	500 pcs
Corn Pests and Diseases Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 20	500 pcs
Pagsulundan sa Pagtanum sang Mais Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, black and white No. of Pages: 36	800 pcs
Cassava Production Technoguide Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 36	1,000 pcs
Pagsulundan sa Pagpatubas sang Balinghoy Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, colored No. of Pages: 24	1,000 pcs
Cassava Recipes Size: 6 inches x 9 inches Cover: Krome Kote 189, glossy, one-side coated, colored Inside Pages: Book 60, black and white No. of Pages: 24	1,000 pcs

Flyer

Sorghum Production Size: 8.5 inches x 13 inches Material: C2S 100, glossy, full color, three folds	1,000 pcs
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Poster

Sorghum Production Size: 18 inches x 24 inches Material: Krome Kote 189, one-side coated, laminated, colored	230 pcs
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Terms and Conditions for Lot 1, Lot 2 and Lot 3:

- Bidders/suppliers should have a physical and operational satellite office within Iloilo City for smooth and easy transactions (for the editing and approval of the IEC materials to be printed)
- The suppliers should present up to three drafts to the end-user before the final printing
- The suppliers should present one actual sample for the approval of the end-user prior to mass production
- The suppliers should provide the end-user with electronic copies of all IEC materials approved for printing saved in USB flash drive

Delivery of the Goods is required **within 30 calendar days from receipt of Notice to Proceed** and to be delivered at **DA RAFIS Office, Pepita Aquino Avenue, Iloilo City**

Bidders should have completed, within three (3) years (**2020-present**) from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

The prospective Bidder must be registered in the PhilGEPS.

Prospective Bidders may obtain further information from **Department of Agriculture-Western Visayas** and inspect the Bidding Documents at the address given below during office hours, **8:00 a.m. to 5:00 p.m.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 8, 2023 – March 29, 2023** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the following amount:

LOT	Cost of Bidding Documents
Lot 1	₱500.00
Lot 2	₱500.00
Lot 3	₱500.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees to be presented **in person**.

6. The **Department of Agriculture-Western Visayas** will hold a Pre-Bid Conference at **9:00 a.m. on March 16, 2023** at the **RCPC Library, RCPC Building, DA WESVIARC Compound, Hamungaya, Brgy. Buntatala, Jaro, Iloilo City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below or **online or electronic (pdf file) submission** as indicated below, on or before **9:00 a.m. on March 29, 2023**. Late bids shall not be accepted. In case of online submission, submission shall follow the provision GPPB Reso. No. 09-2020 Section 4.2.
8. All Bids must be accompanied by a Bid Securing Declaration **or** Bid Security in the amount of any of the acceptable forms and in the following amount:

LOT	ABC	Bid Security	
		form of cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2%)	form of surety bond (5%)
Lot 1	₱375,000.00	₱7,500.00	₱18,750.00
Lot 2	₱375,000.00	₱7,500.00	₱18,750.00
Lot 3	₱259,750.00	₱5,195.00	₱12,987.50

In lieu of a bid security, the bidder may submit a duly notarized **Bid Securing Declaration** that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within 10 calendar days from receipt of the notice of award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event that it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

9. Bid opening shall be at **9:00 a.m.** on **March 29, 2023** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Department of Agriculture-Western Visayas** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. **Department of Agriculture-Western Visayas** does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.
12. For further information, please refer to:

Zarlina B. Cuello
BAC Chairperson
DA-WESVIARC Compound
Brgy. Buntatala, Jaro
Iloilo City
Tel. No. (033) 320-23-73
Fax No. (033) 320-94-69
www.westernvisayas.da.gov.ph
dareg6bac@yahoo.com
13. You may visit the following websites:
For downloading of Bidding Documents: PhilGEPS
For online bid submission: dawvbacgas@gmail.com

March 8, 2023

Zarlina B. Cuello
BAC Chairperson